

Lesson 9 Oral Practice

A: Talking about job interview (1).

1. Xiao Wang, here is an "Help Wanted" ad. in the newspaper.
2. What kind of person does the company need?
3. What qualification do they require?
4. Whoa! They have high expectation. How about Salary?
5. If I am interested, what should I do?

B: Job interview (2).

1. After viewing your resume, we are satisfied with your education-experience and your English. But we don't think your Chinese reading and writing are strong enough.
 2. Have you ever done any business-related job?
 3. Do you know how to use a business computer?
 4. Well, the new business representative will need to have experience, but you still would need training. But if you like, we would like to hire you as a business assistant, and that way, you can learn something about our business. Once you are familiar with our business, we'll promote you to business representative, what do you think?
 5. No, the assistant's salary is slightly less than that of a business representative, but it'll be raised 5% per year.
 6. How about next Monday?
 7. You need to prepare nothing. I'll ask my secretary to take you to look at your office soon.
 8. Bye.
1. Let me see. Ah. It is an import and export company ad.
 2. It says that the company needs a person who will be responsible for North American business.
 3. The person must have a BA. In addition, the person should speak both Chinese and English fluently and has some working experience.
 4. It says starting salary is \$38,000.
 5. You need to contact the company, and take your resume to the company for an interview.
1. Yes, my Chinese reading and writing are slightly weak, this is mainly because I'm not quite familiar with business terms in Chinese. If I have a business dictionary, I don't think it'll be a problem.
 2. No, but when I was in the States, I was a sales person for a computer company for a period of time. It might help.
 3. Yes, when I was a sales person, I had to use business computers frequently in the office.
 4. Sound great! But what is the salary? Is it the same as a business representative's?
 5. OK. When can I start to work?
 6. Good! What should I prepare?
 7. OK. Thank you very much, manager. I'll see you Monday.
 8. Bye.